DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1629 Page of

Agency Dept. of Health & Mental Hygiene Medical Care Policy Administration

Division/Unit

Division of Aging Services

tem No.	Description	Retention
1.	ADULT DAY CARE HUMAN SERVICE CONTRACTS Files may contain the following records: Program proposals, budgets, budget modifications, awards, contracts, site visit reports, correspondence, program service data and information (eg. quarterly data reports, etc.) Miscellaneous records.	Retain for a minimum of six (6) full years plus current year and until all audit requirements have been fulfilled, then destroy.
2.	GERIATRIC EVALUATION SERVICES HUMAN SERVICE CONTRACTS Files may contain the following records: See #1 above	Same as above
3.	PERSONNEL FILES Applications, appointment letters, commendations, counseling, disciplinary actions, efficiency ratings, training, etc.	Retain for six (6) years after employee separates from unit then destroy.
4.	TIME SHEETS	Retain for six (6) years. Then destroy
5.	ADMINISTRATIVE RECORDS Employee expense accounts, Administration/Division budgets, correspondence related to budgets.	Retain for six (6) years then destroy.
6.	AUDIT REPORTS - Conducted by State Legislative Auditors	Retain for ten (10) years, then destroy.
7.	AUDIT REPORTS - Conducted by persons or agencies other than State Legislative Auditors	Retain permanently, periodically transfer to State Archives.
or Division Date Signatures Typed Na	Approved by Department, Agency, Representative. Shells Smull Theresa Smith Ing Chief, Div. of Adm. Srvs. Schedule Authorized by State Archi Date Signature	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page	
· .	P.O. BOX 275 - JESSOF, MARTICAND 20194		
i bepartment/Adéncy Dept. of Health & Mental Hygiene	2. DIVISION Medical Care Policy Administration	3. UNIT Division of Aging Services	
DEFINITION - Records Series - A group of related recor		well as retention and disposition purposes.	
4. RECORD SERIES TITLE		S. EARLIEST YEAR / LATETEST YEAR	
Adult Day Care Human Service Co	ntracts (grants)	1987_ ¹⁰ -1994-	
RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)	
8. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose of function of the Series) Proposals and budgets submitted by providers and all follow-up information. This may also include site visit reports conducted by this Division.			
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	. 1		
		·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
x R Letter Size □ Microfilm	** Alphabetical	多年ile Drawer(s) D Microfilm Reel (s)	
		□ Computer Tape (s)	
x	□ Numerical	Other (Specify)	
to Bound Book to Floppy Disk	O Chronological	Number	
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION	
Other (Specify)	Other (Specify)	➡ File Drawer (s) □ Microfilm Reel (s)	
<u></u>		Computer Tape(s) Other (Specify)	
		1 1/2	
· · · · · · · · · · · · · · · · · · ·		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
□ Daily □ <mark>x x</mark> Veekly □ Monthly	— 36 Number XX Month(s) □ Year(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E7 (If yes, specify agency or office)	
Outside of room 128, 1st Floor,		xxxx No	
O'Conor Bldg.		XXXX NO	
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
U Yes XXX No	□ None □ State □ Federal □ Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION Retain	for a minimum of six (6)	
describe any hardware/software)	full years and current year or until audit		
a YesaNo	requirements have been fulfilled, then destroy.		
18. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	T	
Douglas C. Sommers	(410) 225–6764	21. DATE 4/12/94	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 2 OI 7
1. DEPARTMENT/AGENCY Dept. of Health & Mental Hygiene	2. DIVISION Medical Care Policy Administration	Div. of Aging Services
DEFINITION - Records Series - A group of related record		well as retention and disposition purposes.
4. RECORD SERIES TITLE		B. EARLIEST YEAR I LATETEST YEAR
Geriatric Evaluation Services (grants)	Human Service Contracts	1987 to 1994
8. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Proposals and budgets submitte		·
•	•	
•	·	
	1	
	·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
		XX File Drawer(s)
** Letter Size D Microfilm	XX Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)
Legal Size Computer Tape	O Numerical	5 Other (Specify)
□ Bound Book □ Floppy Disk	 Chronological 	Number
D Audio Tape D Video Tape	 Geographical 	10. ANNUAL ACCUMULATION
Other (Specify)	Other (Specify)	X5XFile Drawer (s) □ Microfilm Reel (s)
		Computer Tape(s) Dither (Specify)
		1 1/2 Number
AA FUE In Horp		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily XXX Weekly D Monthly	Number xxb	Month(s)
Outside of room 128, 1st Floor	14. IS RECORD SERIES DUPLICATED ELSEWHER	E7 (If yes, specify agency or office)
O'Conor Bldg.	U Yes	R x No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS		
O Yes X ₀ X N ₀	D None XXX State D	Federal D Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION - Reta	in for a minimum of six (6)
· · · · · · · · · · · · · · · · · · ·	full years and current ye	ear or until audit
Yes TXX	requirements have been	fulfilled then destroy
16. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Douglas C. Sommers	(410) 225–6764	4/12/94

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page OI
1. DEPARTMENT/AGENCY	2. DIVISION	1. UNIT
Dept. of Health & Mental Hygiene	Medical Care Policy Administration	Div.of Aging Services
DEFINITION - Records Series - A group of related recor		weil as retention and disposition purposas.
4. RECORD SERIES TITLE	,	3. EARLIEST YEAR I LATETEST YEAR
PERSONNEL FILES	• !	1 <u>987</u> то <u>199</u> 5
8. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Personnel Files - applications, disciplinary actions, efficience		endations, counseling,
		•
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
XS Letter Size U Microfilm	xix Aiphabelical	File Drawer(s) Di Microfilm Reel (s)
xx Legal Size □ Computer Tape	□ Numerical	Computer Tape (s) Other (Specify)
□ Bound Book □ Floppy Disk	xxx Chronological	Number
□ Audio Tape □ Video Tape	U Geographical	10. ANNUAL ACCUMULATION
D Other (Specify)		XX File Drawer (s) □ Microfilm Reel (s)
O Omer (Special)	D Olher (Specify)	□ Computer Tape(s)
] .	1/6 Other (Specify)
	 	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Weekly XXX Monthly	6 □	Month(s) ** Year(s)
13. CURRENT LOCATION(S) (Bidg. Floor, Room) Outside of room 128, 1st	14. IS RECORD SERIES DUPLICATED ELSEWHER	E7 (If yes, specify agency or office)
Floor, O'Conor Bldg.	u Yes xx No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS		
D Yes BX No D None XXD State D Federal D Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION - Retain forosiko(6) oyearsears after employee separates from unit then destroy.	
U Yes U No		•
18. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Douglas C. Sommers	(410) 225–6764	4/12/94

4/12/94

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIMSION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY	
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page OI	
1. DEPARTMENT/AĞÉNCY	2. DIVISION	à. UNIT	
Dept. of Health & Mental	Medical Care Policy Adm.		
Hygiene DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE	•	B. EARLIEST YEAR / LATETEST YEAR	
TIME SHEETS		_1987 ^{†0} 1995	
8. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)	
Time Sheets for staff members,	past and current.		
	1		
	•	•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size D Microfilm	XXX Ainhabelical	x File Drawer(s) D Microfilm Reel (s)	
*Ex Legal Size © Computer Tape	D Numerical	O Computer Tape (s) Other (Specify)	
D Bound Book D Floppy Disk	Chronological	Number	
O Audio Tape	□ Geographical	to. Annual Accumulation	
D Other (Specify)	Other (Specify)	XX D File Drawer (s) D Microfilm Reel (s)	
		Computer Tape(s) Dither (Specify)	
·		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily Deekly XX Monthly	6		
13. CURRENT LOCATION(S) (Bldg. Floor, Room) Outside room 128, 1st floor	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)	
O'Conor Bldg.	9 Yes No		
15. ACCESS RESTRICTIONS (II yes, cite law(s) 8 regulation(s) 16. AUDIT REQUIREMENTS			
□ Yes XOX No			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION - Retai	n for six (6) years	
·	then destroy.	***	
□ Yes □ No			
10. NAME AND TITLE OF PREPARER Douglas C. Sommers	20. TELEPHONE NUMBER (410) 225-6764	21. DATE 4/12/94	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of/
1. DEPÄRTMENT/AdENCY Dept. of Health & Mental	2. DIVISION Medical Care Policy Administration	d. UNIT Division of Aging Services
Hygiene DEFINITION - Records Series - A group of related reco	~ 	well be retention and disposition purposse.
4. RECORD SERIES TITLE		š. EARLIEST YEAR / LATETEST YEAR
Administrative Records		1987 10_ 1995
8. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Administrative records of emp budgets, correspondence relat	-	ninistration/division
	•	
•	•	
·	•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME ***********************************
** Letter Size D Microfilm	₩ Alphabetical	□ Microfilm Reel (s)
Palegal Size 🗆 Computer Tape	Numerical	O Computer Tape (s) Other (Specify)
□ Bound Book □ Floopy Disk	XX Chronological	Number
	-	10. ANNUAL ACCUMULATION
□ Audio Tape □ Video Tape	□ Geographical	D File Drawer (s)
Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
	·	D Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly ★★ Monthly	6D	Month(s) XSk Year(s)
13. CURRENT LOCÁTION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E7 (If yes, specify agency or office)
Outside of room 128, 1st floor, O'Conor Bldg.	U Yes	. No
	<u> </u>	
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	:
u Yes	· D None XX State D	Federal D Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION - Retain in office for 6 years and then destroy.	
□ Yes □ No		
10. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Douglas C. Sommers	(410) 225–6764	4/12/94

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1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Dept. of Health & Mental Hygiene	Medical Care Policy Admin	Div. of Aging Services
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as retention and disposition purposas.
4. RECORD SERIES TITLE		B. EARLIEST YEAR / LATETEST YEAR
Audit Reports		_1987 ^{to} _1995
8. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Audit Reports conducted by Sta	te Legislative Auditors.	
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•	·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
🛣 Leller Size 🔻 Microfilm	x Cx Anhabetical	** File Drawer(s) □ Microfilm Reel (s)
Legal Size D Computer Tape	Numerical	Computer Tape (s) Other (Specify)
□ Bound Book □ Floppy Disk	XXX Chronological	1 Number
□ Audio Tape □ Video Tape	D Geographical	10. ANNUAL ACCUMULATION
	•	** File Drawer (s) U Microfilm Reel (s)
Olher (Specify)	Olher (Specify)	□ Computer Tape(s)
		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INÀCTIVE AFTER	·
Daily		Month(s) xx Year(s)
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E7 (If yes, specify agency or office)
Outside of room 128, 1st floor O'Conor Bldg.	O Yes	XXX No
15. Access RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
U Yes XSk No	□ None 💥 State 🖽	Federal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)	- Retain for ten (10) years then destroy.	
O Yes O No		
		·
10. NAME AND TITLE OF PREPARER Douglas C. Sommers	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page	
1. DEPARTMENTIAGENCY Dept. of Health & Menal Hygiene	2. DIVISION Medical Care Policy Adm.	3. UNIT Div. of Aging Services	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
Audit Reports		1987 ¹⁰ 1995	
8. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)	
Audit Reports conducted by per Auditors.	sons or agencies other than	n State Legislative	
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	1		
	·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
15.24_etter Size □ Microfilm	XX Alphabetical	File Drawer(s) Discription Reel (s)	
8월egal Size U Computer Tape	□ Numerical	Computer Tape (s) Other (Specify)	
	XX Chronological	1	
□ Bound Book □ Floppy Disk		Number	
□ Audio Tape □ Video Tape	□ Geographical	10. ÁNNUÁL ÁCCUMULÁTION ***********************************	
Other (Specify)	D Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)	
		1/6 Other (Specify)	
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily Weekly 🗘 💥 Monthly			
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
OUtside of room 128, 1st Floor O'Conor Bldg.	□ Yes xx □ No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS		
□ Yes xx No	O None TXXState O	Federal D Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION - Retain transfer to State Archiv	n permamently, periodically ves	
a Yes a No			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
Douglas C. Sommers	(410) 225–6764	4/12/94	